



## Human Resources

DATE POSTED: January 27, 2006

REQ. # 06-021

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 01-27-2006 TO 02-02-2006, but will remain open until filled.

DEPARTMENT/DIVISION
<b>UTILITIES</b>

POSITION AVAILABLE
<b>ASSISTANT UTILITY SERVICES DIRECTOR</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$53,517.15 / year</b>

COMMENTS
<b>Driving Position</b>

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE 689**  
**PAY GRADE 26**  
**SALARY : \$53,517.15 - \$85,588.88**  
**ASSISTANT UTILITY SERVICES DIRECTOR**

**MAJOR FUNCTION:** This is a management and technical position assisting in the planning, organizing, directing, budgeting and coordinating the water and wastewater activities in providing adequate, safe and efficient water supply and wastewater service. Duties include the assisting the director in the coordination of water and wastewater projects and activities with other utilities functions and the public. Work requires independent judgment and the exercise of considerable discretion. Duties are performed under the direction of the Utility Services Director and are reviewed through personal observation for results obtained.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:** **Knowledge:** Knowledge of the rules, regulations, policies and procedures involved in the administration of utilities. Knowledge of the practices, methods, techniques and equipment used in the operation and maintenance in water and wastewater plants and systems. Knowledge of the principles of office management and clerical, statistical and fiscal processing. Knowledge of modern record keeping, recording methods and to include computerized billing systems, etc. **Abilities:** Ability to plan and direct the work of County staff or private contractor engaged in the maintenance and construction of water and wastewater systems. Ability to plan and implement programs relating to the water and wastewater system. Ability to establish and maintain effective working relationships between officials, employees and the general public. Ability to express oneself clearly, orally and in writing. Ability to maintain complex records and to prepare clear and concise reports. **Skills:** Skill in oral and written communications and computer equipment.

**ESSENTIAL JOB FUNCTION:** Assists in the overall day-to-day management and operations of department. Helps formulate long-range plans and cost estimates pertaining to future expansion of water and sewer systems. Assists in the preparation and administration of department budget. Helps prepare long-range capital budget. Conducts research and studies covering the operation of the utility as may be directed by the Utility Services Director. Coordinates systems operation with the consulting engineers. Reviews specifications for equipment and material used. Prepares requisitions and may recommend bid awards for material and equipment. Helps develop and implement schedules and procedures for the operation and maintenance of the water and wastewater systems. Prepares and installs training programs. Inspects and evaluates the work of employees engaged in the operation and maintenance of facilities and equipment. Performs related work as requested and other such duties as may be assigned.

**ESSENTIAL PHYSICAL SKILLS:** Use of both hands and fingers with dexterity. Good vision and hearing with or without correction.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Work requires both inside the office and outside at various water and/or wastewater facilities and construction projects.

**WORK HAZARDS:** Occasional exposure to chemical and bacteriological treatment processes and various construction projects for the purpose of directing, supervising, observing and/or inspection.

**SAFETY EQUIPMENT USED OR NEEDED:** Utilization of appropriate protective equipment while on construction site or treatment facility site.

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in Civil or Sanitary Engineering or Business Administration or related field with a proven administrative background. Certification in water and/or wastewater operations preferred. An equivalent amount of training may be substituted for the minimum qualifications.

**EXPERIENCE:** Three years of progressive administrative experience, at least three of which is supervisory experience, including progressive responsibility with a comparable part of it in the water and wastewater treatment facility field.

**LICENSE, CERTIFICATION OR REGISTRATION:** Must have a valid Florida driver's license and maintain a good driving record. Must be a Certified Professional Engineer in the State of Florida.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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